



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-83

DEPARTMENT REVENUE		DIVISION EXECUTIVE DIRECTOR'S OFFICE	SECTION GOVERNOR'S ADVOCATE OFFICE	PERMANENT  NON-PERMANENT	x  x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	GOVERNOR'S ADVOCATE PROFILES	2 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	DAILY SUSPENSE FOLLOW UP	2 Years + Current			
3	AARAP	Permanent			
4	ADVOCATE	Permanent			
5	BUDGET FY 03-04 GENERAL	4 Years + Current			
6	BUDGET FY 02 – GENERAL	4 Years + Current			
7	BUDGET FY 02 - PROGRAM CROSSWALK	4 Years + Current			
8	BUDGET FY 01	4 Years + Current			
9	BUDGET FY 00	4 Years + Current			
10	BUDGET - ZERO BASED	Permanent			
11	BUDGET BUSINESS PLANNING	Permanent			
12	CASE REPORTS	2 Years + Current			
13	CONFIDENTIALITY POLICY	Permanent			
14	CUSTOMER SERVICE AUDIT – 1994	Permanent			
15	DIVISION/SECTION MEETINGS	Permanent			
16	DOR TAX EXEMPT #	Permanent			
17	EQUIPMENT	Permanent			
18	EMAIL USE	Permanent			
19	GENERAL CALLS - FY 03-04	Permanent			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Ketchum</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Rayboul</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>Ken Salazar by yes</i>	Date <i>7 Nov 2004</i>	State Auditor's Signature <i>Billy Lynaugh</i>	Date <i>10/8/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
20	GOVERNOR'S OFFICE - GENERAL CALLS/CASE TOTAL REPORTS FY 03-04	4 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
21	GROUP MEETINGS	Permanent			
22	MAIL AT THE CAPITOL	Permanent			
23	POLICIES – HARASSMENT	Permanent			
24	POLICIES – SAFETY	Permanent			
25	PRESENTATIONS	Permanent			
26	DEPARTMENT PROCESS AND PROCEDURE CHANGES	Permanent			
27	PROGRAM START UP	Permanent			
28	SURVEY – DRAFT	2 Years + Current			
29	VISION-MISSION STATEMENT	Permanent			
30	BUDGET	4 Years + Current			
31	BUILDING	Permanent			
32	CDP	Permanent			
33	EMAIL ALERTS	Permanent			
34	DOR	Permanent			
35	ORG CHARTS - M. COOKE – CHANGES	Permanent			
36	VISION-MISSION STATEMENT	Permanent			
37	EXPLORE	Permanent			

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State Archivist's Signature

Date

10/1/2004

Records Liaison Officer's Signature

Date

9-16-04

Attorney General's Signature

Date

Nov 2004

State Auditor's Signature

Date

10/8/04



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
38	FEDERAL INFORMATION	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
39	GAMING	Permanent			
40	GGCC	Permanent			
41	ID BADGES	Permanent			
42	IT	Permanent			
43	LEGISLATIVE LIAISON	Permanent			
44	DRIVER LICENSE - CENTRAL ISSUE DOCUMENT	Permanent			
45	DRIVER LICENSE - TEMPORARY PERMIT STYLE	Permanent			
46	REGISTRATION - MSRP FEE STRUCTURE	Permanent			
47	HELP DESK	Permanent			
48	INTELLIPOINT MOUSE	Permanent			
49	MEMORY ISSUE	Permanent			
50	PROBLEM SOLVED	Permanent			
51	PERSONNEL	Permanent			
52	PACE	Permanent			
53	SENIOR RESOURCE CENTER	Permanent			
54	SEXUAL HARASSMENT TRAINING	Permanent			
55	STRESS MANAGEMENT TRAINING	Permanent			
56	TELEPHONE OPERATOR POSITION	Permanent			

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Date

10/1/2004

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Date

9-16-04

Attorney General's Signature

Date

10/8/04

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57	TERMINATED EMPLOYEE INFORMATION	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
58	WORKPLACE VIOLENCE TRAINING	Permanent			
59	RESPOND	Permanent			
60	TAC	Permanent			
61	TAX AMNESTY	Permanent			
62	WILLFUL NON-FILER	Permanent			
63	WHY IMPOSE TAXES?	Permanent			
64	TELEPHONE	Permanent			
65	DOR POLICY	Permanent			
66	GENERAL INFORMATION	Permanent			
67	HEAD PHONES	Permanent			
68	INFO LINE (303-205-8411) PIERCE STREET	Permanent			
69	CALL CENTER - TOP TEN CALLS	1 Year + Current			
70	CHILD TAX CREDIT	Permanent			
71	FORGERY PROCEDURE	Permanent			
72	FORMS - FYI GENERAL 8	Permanent			
73	INJURED SPOUSE/INNOCENT SPOUSE	Permanent			
74	NETFILE	Permanent			
75	OUT OF COUNTRY ADDRESSES	Permanent			

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State Archivist's Signature <i>Terry Litzler</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>Ken Salazar by yes</i>	Date <i>4/16/2004</i>	State Auditor's Signature <i>Julie Symanski</i>	Date <i>10/8/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
76	PTC STATEMENT	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
77	WEBSITE	Permanent					
78	WEBB, D.	Permanent					
79	CORRESPONDENCE/CHRONOLOGICAL	Permanent					
80	DATA SECURITY ACCESS FORM	Permanent					
81	DEPARTMENT PROCESS AND PROCEDURE CHANGES FY 03-04	Permanent					
82	FY 00-01 RRP	Permanent					
83	GOOD FOR YOU'S	Permanent					
84	PACE - FY 98-99 PLANNING	Permanent					
85	PACE - FY 96-97 PLAN	Permanent					
86	PAY FOR PERFORMANCE	Permanent					
87	PEAK PERFORMERS	Permanent					
88	PERSONAL ISSUES	Permanent					
89	PME - IPOS - INTRANET PAGE - FY 03-04	Permanent					
90	PME - IPOS - QUARTERLY REPORTS - FY 03-04	Permanent					
91	PME - IPOS - DEPARTMENT PROCESS CHANGES	Permanent					
92	TRAINING INFORMATION	Permanent					

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